

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **EXECUTIVE HOST**

DATE: MAY 22, 2006

Committee Members Present:

Supervisor Caimano
Supervisor Wm. Thomas
Supervisor Tessier
Supervisor Barody
Mayor Robert Blais, Village of Lake George
Pam Morin, Group Tour/Convention Promoter
Leonard Fosbrook, President, Warren County Economic Development Corp.

Others Present:

Joan Parsons, Commissioner of Administrative & Fiscal Services
Kate Johnson, Tourism Coordinator
Supervisor Kenny
Supervisor Merlino
Supervisor Geraghty
Joan Sady, Clerk
Scott Sopczyk, Transportation Director of Greater Glens Falls Transit
Site Solutions Worldwide:
Brigitte Connors
Natalie Whitton
Fort William Henry:
Roberta Daab
Fred Austin
Paul Kaza Associates:
Rachael Carter
Jennifer Boylan
Amanda Allen, Legislative Office Specialist
Carlene A. Ramsey, Sr. Legislative Office Specialist

Mr. Caimano called the meeting to order at 12:34 p.m.

Pam Morin, Group Tour/Convention Promoter for Warren County, distributed an Agenda to everyone present, and a copy is on file with the minutes.

Mr. Caimano noted the first item on the Agenda called for a report on the financial status of the County contract with **F.I.R.E. 2006**. He observed that the Executive Director of the NYS Association of Fire Chiefs, Thomas LaBelle, was not present at the meeting, to provide the financial information.

Natalie Whitton, of Site Solutions, explained that Mr. LaBelle had expected to be at today's meeting. Therefore, she pointed out, Mr. LaBelle had not provided her with any type of report to deliver on his behalf.

Returning to Agenda review at **Fire Vehicle Wash Area**, Mr. Caimano invited Mrs. Parsons to report to the Committee. Joan Parsons, Commissioner of Administrative & Fiscal Services, prefaced her report with a caveat that the Building Superintendent

needed to approve the plans, as follows:

- ✓ The back service road (which enters the Municipal Center compound from Glen Lake Road) is a straight drive, with one fire hydrant; a second hydrant is located behind the maintenance building, and the trucks could continue around the Municipal Center and exit, with no turning problems anticipated.

Mrs. Parsons expressed concern as to the number of fire trucks, exactly what the County needed to provide, when the trucks could be expected, and who was scheduling them. Ms. Whitton said she would consult with Sue Revoir of the NYS Fire Chiefs, and then provide such information to Mrs. Parsons.

Turning to **Structures**, Mr. Caimano turned the floor over to Len Fosbrook, President of Warren County Economic Development Corp. (EDC). Mr. Fosbrook reported the structures were scheduled to be set up on Sunday, May 28th at 7:00 a.m.

Mr. Austin returned discussions to the Fire Truck Wash and, he said, it was his understanding the Department of Public Works would be making the signs and placing the traffic cones, etc. He noted the Sheriff's Office would be assisting with traffic on Route 9.

Mr. Austin stated he was concerned with proper signage and he asked if the DPW could also provide 5 or 6 signs that read "Fire Truck Wash" with an arrow that could be turned to the appropriate direction.

Mr. Caimano directed Mrs. Parsons to relay the request to the DPW Superintendent, William Remington.

Mr. Austin returned discussion to F.I.R.E. 2006, Installation of Snow Fence, and he said it was his understanding the County DPW would be setting up the snow fence.

Mrs. Morin clarified the DPW had never been formally requested to assist with the snow fence.

Mr. Austin reported the Car Show organizers had graciously donated the use of their snow fence. He said they would deliver the fence in a trailer and pick it back up after the June events. However, he declared that someone would be needed to set up the fencing and then take it back down. Ms. Daab, of the Fort William Henry, estimated the fencing may take as much as 8 hours to complete.

Mr. Caimano pointed out the representatives from Paul Kaza Associates would not be able to stay for the entire meeting and he invited them to present their report at this time.

Ms. Carter reported that Paul Kaza Associates had issued a press release on May 8th. Currently, she said, they were preparing a media advisory to encourage guests to

attend the events. She requested a copy of the most recent F.I.R.E. 2006 Schedule of Events. In addition, she noted, photos and a post-release would be issued to various Fire publications, Media publications and the regular press contacts.

Ms. Whitton queried whether or not someone would be on site to either film or photograph the tents going up.

Mr. Caimano acknowledged that the County had arranged for Paul Kaza Associates to document the Fire Chiefs' Event, the Elvis Festival and Americade. Such film, he said, would be used as a sales tool in attracting future event organizers. He stated the tent structures were not something the County wanted to continue its involvement with and so was not part of the arrangement with Mr. Kaza.

Ms. Whitton commented she would like to have some photos of the tents being set up to counteract certain rumors circulating amongst the fire departments. She said she had recently learned a number of people were concerned the tent company had withdrawn from the event and, she said she felt, a couple of photos on the web site would dispel such rumors very quickly.

Mr. Austin reminded everyone that there was NO parking at the Fort William Henry. He queried exactly how many media trucks would be pulling up at the Fort, insisting on parking on the grounds. Ms. Whitton explained she did not have the information and would need to consult with her staff at Site Solutions.

Discussion returned to the snow fence installation, and Mrs. Morin asked for clarification on what services would be required of the County DPW staff.

Ms. Daab clarified the car show organizers would deliver the fencing in a trailer. She said the DPW staff would be asked to unload the fence from the trailer, install the fence, and then remove the fence and load it back on the trailer.

Ms. Morin said she understood the fence would not be needed for the other June events. Therefore, she said, the fencing could be set up on Wednesday, June 14th and then removed after Sunday, June 18th.

As for fencing for the tents along the Beach Road, Mr. Caimano queried if the County DPW would be needed there as well. Mayor Blais responded that the Town and Village DPW would work together to install that fencing. Mr. Caimano clarified the County DPW would install and remove only the fencing around the tent at the front of the Fort William Henry hotel.

The representatives from Paul Kaza Associates left the meeting at 12:45 p.m.

Mr. Austin summarized that the tent set up would begin on Monday, May 29th, and the tear down would begin on Monday, June 19th.

Mr. Caimano returned to Agenda review at **Tent Sponsorships**, and he said he understood that Mr. LaBelle and Mr. Fosbrook had been in contact with each other.

Mr. Fosbrook acknowledged that the sponsorship sales were brought to his attention at the “eleventh hour” and he had reviewed the list of potential sponsors and the sale packets. He reported that time constraints prevented him from moving ahead with signing sponsors at this late date. Since all of the artwork had to be submitted to the banner manufacturers by last Thursday (May 18, 2006), he said, it was his assumption there would be no sponsors for the tent structures.

Mr. Barody expressed his disappointment that the information was received too late for even Warren County Tourism to make arrangements for banners on the tents.

Mr. Caimano returned to Agenda review at **Security**, and privilege of the floor was turned over to Mayor Blais. He reported he was confident all of the details had been worked out between the Sheriff’s Office, the security firm, the Fire Chiefs’ Association, the Village, and the Town.

A brief discussion ensued.

Mr. Fosbrook exited the meeting at 12:50 p.m.

Mr. Caimano returned to Agenda review at **Site Solutions** and he invited Ms. Whitton to give her report. Ms. Whitton distributed updated lists of how many people were registered for each hotel along the trolley and the charter bus routes. To date, she noted that 2,400 hotel rooms had been booked for Friday night, and 3,000 full time conference registrants. In addition, she said there was another 600 registrants being processed. She also noted she would need to verify, with Mr. Sopczyk, the hotel guests that would need to be directed to the parking lots for pick up.

Ms. Whitton mentioned her handouts included a Tentative Conference Schedule which listed the few evening events the other fire show had scheduled as well.

In addition, Ms. Whitton referred to the Area Information Brochure her staff had prepared for the Exhibitors’ Night on Wednesday. She explained that 6 different restaurant establishments had agreed to offer a collectible beer glass as well as entertainment. The brochure also included a short list of local services, such as churches, hospitals and museums.

Responding to questions from various Committee members, Ms. Whitton noted, the evening event, on Wednesday, was referred to as Exhibitor Night; while the Thursday, Friday, and Saturday nights, it was a “pub crawl”.

Brigitte Conners, of Site Solutions, explained the conference bags would also include information on the Thursday- Opening Night activities, such as the fireworks etc. She

clarified the Wednesday night arrivals would receive a personalized packet with the Wednesday night activities. As for those arriving Thursday or later, she said, those individuals would receive the Opening Night information, etc. However, she pointed out each registrant would also receive a personalized letter which verified which hotel they were staying, along with the appropriate directions, etc.

Mr. Barody expressed his concern for the businesses NOT included in the "Area Information Brochure."

Following a brief discussion Ms. Whitton indicated the brochure would be promptly edited to include the Warren County logo and the County website.

Mr. Caimano returned to Agenda review at **Transportation** and he extended privilege of the floor to Scott Sopczyk, Transportation Director of Greater Glens Falls Transit. Mr. Sopczyk reported there were 2 or 3 matters the Committee needed to discuss today. He explained the bid for the coach service(to the outlying areas) had been opened and awarded to Premier Coach of Colchester, Vermont, as the lowest responsible bidder. *Another group agreed to fund the coaches ???* so that there would be 10 coaches (and supplemental trolleys) per day, for Thursday, Friday, and Saturday for a cost of \$52,900.

Mr. Sopczyk expounded on the transportation services, as follows:

- ✓ some trolleys were scheduled for Thursday and Friday, on the regular trolley routes (north on Rt. 9N to Hearthstone Campground and south on Rt. 9 to the Lake George RV Park);
- ✓ 10 charter coaches were to be used to supplement the trolleys as needed; service the areas north of Hearth Stone Campground as far as the Sagamore; and service the shuttle parking lots for guests staying in Glens Falls, Queensbury, North Creek, Saratoga, etc. [The 2 primary lots were at Magic Forest and the Wild West Stables, which can hold a combined 400-450 vehicles. A 3rd park and ride lot is on Route 9, north of the Village, near the Old Log Inn.];
- ✓ J.T. Kelly's restaurant, on Route 9, had been designated as the primary drop off/pick up spot;
- ✓ Beach Road, between Rt. 9 and West Brook Road will be one-way, east bound ONLY for charter coaches and trolleys, which should alleviate some of the congestion and allow the buses to turn around;
- ✓ signs for the shuttle lots would be provided by Warren County's Department of Public Works (DPW);
- ✓ Municipal Center parking lot would be used as the overnight staging area for the 10 coaches, as requested by Premier Coach;
- ✓ walking lots were located on the Beach Road, at the Off Track Betting Office, and Lake George Bowl parking lots;
- ✓ The Village of Lake George would provide shuttle service to the Town Highway Garage, Birch Avenue and other back street sites.

Ms. Morin responded to Mr. Tessier's concerns regarding **Exhibitor Parking**. She explained the Fire Chief's Association was tracking each vendor's needs and would direct them to the appropriate parking location.

Ms. Whitton reported the Emergency Services Insurance Program (ESIP) folks had decided to go ahead with their ESIP Challenge. However, she pointed out that an appropriate site needed to be located for the event.

Responding to questions from various Committee members, Ms. Whitton clarified the Challenge would be:

- ✓ all 3 days of the event;
- ✓ various drivers from each fire department would be scheduled throughout the 3 days; and
- ✓ various trucks from each fire department would be driven on the course.

Ms. Whitton said she felt it would be ideal if a Challenge site could be located within walking distance to the main show.

General discussion ensued.

Discussion returned to the parking lot discussion and Mr. Sopczyk verified the various parking lots would be identified with lettered signs.

Mr. Sopczyk said the final issue he needed to discuss was related to the span of services. He stated the bid had been prepared for 10 hours of service. He distributed a chart which indicated the hours of the Trade Show, Educational Programs, and Bus Service (and a copy is on file with the minutes). He pointed out the bus schedule currently had gaps in service, at either the beginning or end of certain days.

Mr. Sopczyk commented that he could lengthen the hours of service by starting 5 of the 10 coaches later in the day. However, he pointed out that if the Thursday night fireworks drew large crowds, the 5 remaining coaches may be overwhelmed. He proposed that if the County wanted to extend the contract (on 10 coaches and 3 trolleys until 11:30 p.m.), the fee for Thursday evening would be an additional \$2,000 (for an additional 2 hours of service) and for Friday evening it would be an additional \$4,000 (for 4 extra hours of service).

Ms. Morin suggested a workshop could be held with 4 or 5 Committee members to review the schedules of the various facets of the entire event, to help clarify if there were any gaps yet to be discovered. In addition, she queried what type of transportation arrangements had been made for beyond 12:00 midnight.

Mayor Blais reported the Village of Lake George had arranged with White Cab Company for 15 cabs, each night, from 10:00 p.m. until 4:00 a.m. He said the taxi stand would be in front of Shepard Park, along with 2 horse drawn carriages (operated by Jeff

Bennett).

Mr. Austin reported that he had attended a meeting with the Fire Chiefs' Association, and all of their sub committees, and Mr. LaBelle had informed everyone that the busses would run until 12:00 midnight. He cautioned that Warren County may run into some conflicts, if the hours of service were being changed.

Following a lengthy discussion, Ms. Whitton stated the key issue was *whatever the Committee decided* was what needed to be reported to each of the guests.

Mrs. Morin pointed out the concept of "courtesy coaches" had stemmed from the Committee, itself, in response to the "party atmosphere" that may occur at certain times. She said it was her understanding the Committee originally went along with courtesy coach concept, through 4:30 a.m.; however, the cost estimates were out of reach. She urged the Committee to accept Mr. Sopczyk's proposal to extend the coach service on both Thursday and Friday evening, through 11:30 p.m.

Motion was made by Mr. Barody, seconded by Mr. Tessier and carried unanimously to authorize the contract with the GGFT be amended to include service through 11:30 p.m. on Thursday and Friday evenings, at an additional cost of \$6,000; and authorized a resolution be prepared for the June 16th Board meeting. [*Subsequent to the meeting an Occupancy Tax Committee was scheduled for May 31, 2006 and the resolution request was referred to said Committee.*]

Mr. Caimano returned to Agenda review as he noted the **Public, Shuttle, and Exhibitor Parking** issues had already been covered. Ms. Morin requested a list of all parking lots and Mr. Sopczyk indicated the list would be provided by the end of the day.

Turning to **Banners**, Mr. Caimano invited Ms. Whitton to report. Ms. Whitton stated all of the hotels had been ordering their banners. She said she needed to verify which size banners the Village would require, and she would place the order prior to June 1st.

Mr. Caimano acknowledged that a "Welcome" letter would be needed for the guest packets. Ms. Morin reported the letter had been drafted and was currently in the editing stage. Mr. Barody said he felt the letter should acknowledge this was the County's first time hosting such an event. Mr. Austin suggested the letter could request "comments and suggestions that may help us improve the services for next year."

Ms. Morin suggested the flip side of the letter could contain the "comments and suggestions" form.

Returning to Agenda review at the **E-Mail Newsletter**, Ms. Whitton reported one of last year's exhibitors had put together a video clip, with footage of Warren County.

She said she would include the clip with the next e-mail newsletter.

General discussion ensued.

There being no further business to come before the Committee, on motion by Mr. Barody and seconded by Mr. Tessier, Mr. Caimano adjourned the meeting at 1:37 p.m.

Respectfully submitted,
Carlene A. Ramsey, Sr. Legislative Office Specialist